

# The Application Center

A Guide to Features and Function

# HOME



Home Help Logout

## Application Center

[Data Transfer](#) [Lookup](#) [Data Verification](#) [Info Center](#) [Administration](#) [Help](#)

You have entered an official State of Indiana website designed to deliver information to authorized Indiana educators. Only authorized users are allowed, and all visits to this site are logged. If you are not an authorized user, please EXIT immediately. If you arrived here by mistake, please exit immediately and report to [STN Support](#). Use of this site is regulated by the Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g, as implemented through 34 CFR Part 99) and Indiana state law (I.C. 5-14-3 et seq). Any other use violates federal and State of Indiana law.

School:

### Data Scoreboard - MESSAGE ALERT: Updates 12/05/2008



STN

You have successfully loaded an STN file within the last 30 days and it contains no errors.

Status	Collection	Days left in period	School Year	Period	All Schools Reported	Record Count	STN Count	Message	Signed Off	Last Activity	Refresh
	Dropout	0	07-08	--	Y	1594	1584	Signoff Period.Data submission, cleanup and signoff period Nov. 1-Dec. 2, 2008. Data submitted during this period may create conflicts. Verify your results before the deadline. Return signed Corporation summary.	Y	12/2/2008 5:35:18 AM	
	Homebound	23	07-08	--	Y	13	10	Restricted Data Collection Period.	Y	12/8/2008 12:44:25 PM	
	Homebound	356	08-09	--		0	0	Data Collection Period.	N	12/10/2008 5:35:04 AM	
	Membership Enrollment	2	08-09	2	Y	14986	14986	Data Collection Period.There are records in conflict. <a href="#">Conflict Resolution</a>	N	12/10/2008 5:35:03 AM	
	Special Education	5	08-09	2	Y	2140	2140	Data Collection Period.There are records in conflict. <a href="#">Conflict Resolution</a>	N	12/10/2008 5:35:04 AM	

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This is the Home Page of the Application Center.



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Pages on the menu bar depend upon the permissions the user has been granted by the site administrator.



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Message Alert Links to the STN Home page when updated information has been posted.

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The scoreboard assists with informing users of collection periods on data submission.

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We will now look at each item on the menu.

# Data Transfer

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**Data Transfer** | **Lookup** | **Data Verification** | **Info Center** | **Administration** | **Help**

- Input Forms
- File Transfer
  - Prime Time Part I
  - Prime Time Part II
  - Restricted File Transfer
  - EXSU Firearms Verification
  - ISTEP Label Sort Selection
  - Direct Certification Download
  - Direct Verification Download

**MESSAGE ALERT: Updates 12/05/2008**

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The Data Transfer menu includes Input Forms and File Transfer selections.



Data Transfer > File Transfer

\* Indicates required field

File Location: \*  **Browse...**












File Type: \* - Select One -

File Format: \* - Select One -

**Transfer Data**

The last 20 transfers are shown.

! = Click to view errors ! = Click to verify the data is correct  
! = Click to view warnings ? = The file has not been processed

Results	School	File Type	File Format	Year	Period Processed		Transfer By	File Name	
	0000	Membership	Comma Delimited	2009	1	10/03/2008 13:59:00	doehelp83	DOE-ME (Indiv Update) 10-3-08.bt	<a href="#">Override</a>
	0000	Direct Certification	Comma Delimited	2009	--	08/19/2008 13:55:42	doeteam21	test.bt	<a href="#">Override</a>
	0000	Direct Certification	Comma Delimited	2009	--	08/19/2008 13:54:26	doeteam21	test.bt	<a href="#">Override</a>
	0000	Direct Certification	Comma Delimited	2009	--	08/19/2008 13:31:03	doeteam21	test.bt	<a href="#">Override</a>
	0000	Direct Certification	Comma Delimited	2009	--	08/19/2008 11:55:50	doeteam21	test.bt	<a href="#">Override</a>
	0000	Direct Certification	Comma Delimited	2009	--	08/19/2008 11:54:51	doeteam21	test.bt	<a href="#">Override</a>
	0000	Direct Verification	Comma Delimited	2008	--	06/28/2008 15:35:55	doeteam21	12cb3345-d2c6-48cc-828d-12f39b9ae42e.csv	<a href="#">Override</a>
	0000	Direct Verification	Comma Delimited	2008	--	06/28/2008 15:16:13	doeteam21	12cb3345-d2c6-48cc-828d-12f39b9ae42e.csv	<a href="#">Override</a>
	0000	Direct Verification	Comma Delimited	2008	--	06/28/2008 15:06:59	doeteam21	12cb3345-d2c6-48cc-828d-12f39b9ae42e.csv	<a href="#">Override</a>
	0000	Direct Verification	Comma Delimited	2008	--	06/28/2008 14:59:23	doeteam21	12cb3345-d2c6-48cc-828d-12f39b9ae42e.csv	<a href="#">Override</a>
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In File Transfer, the Browse button on the file location allows the user to find file to transfer.



Data Transfer > File Transfer

\* Indicates required field

File Location: \*  Browse...












File Type: \* - Select One -

File Format: \* - Select One -

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 = The file has not been processed

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	0000	Direct Verification	Comma Delimited	2008	--	06/28/2008 14:59:23	doeteam21	12cb3345-d2c6-48cc-828d-12f39b9ae42e.csv	<button>Override</button>

The Transfer Data button submits the file for processing. Most files are processed within seconds. Large files or heavy submission periods may increase processing time.



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Data Transfer Lookup Data Verification Info Center Administration Help

### Data Transfer > File Transfer

\* Indicates required field

File Location: \*

File Type: \*

File Format: \*

The last 20 transfers are shown.

= Click to view errors  
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	0000	Direct Certification	Comma Delimited	2009	--	08/19/2008 13:54:26	doeteam21	test.txt	<input type="button" value="Override"/>
	0000	Direct Certification	Comma Delimited	2009	--	08/19/2008 13:31:03	doeteam21	test.txt	<input type="button" value="Override"/>
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When the blue question mark appears, the file is processing. Refreshing or reloading the screen will show the results when the file has been processed.

Data Transfer > File Transfer

\* Indicates required field











File Location: \*  Browse...

File Type: \* - Select One -

File Format: \* - Select One -

The last 20 transfers are shown.

 = Click to view errors  
 = Click to verify the data is correct  
 = Click to view warnings  
 = The file has not been processed

Results	School	File Type	File Format	Year	Period Processed		Transfer By	File Name	
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Red and orange exclamation marks shows that errors and warnings respectively have been encountered for this file.

## Data Transfer > File Transfer

\* Indicates required field

File Location: \*  Browse...

File Type: \* - Select One -

File Format: \* - Select One -

The last 20 transfers are shown.

= Click to view errors
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Click here!

Clicking on an exclamation mark allows you to VIEW more information.

**File Processing Results - Windows Internet Explorer**

https://ac.doe.state.in.us/AppCenter/MessageCenter/FileProcessingDetail.aspx?transferId=401191

File Edit View Favorites Tools Help

Google Go 56 blocked Check Settings

**Summary of Results for File:** [Help](#)

**Transfer ID 401191:**  
 A Comma Delimited Membership data file DOE-ME (Indiv Update) 10-3-08.txt was transferred on 10/3/2008 1:58:26 PM by doehelp83 was processed on 10/3/2008 1:59:00 PM for the 2008-2009 academic year in period 1.

**The processing results are as follows:**

Number of records processed:	1
Number of records added:	0
Number of records updated:	0
Number of records failed:	1

**Number of Students Counted by Grade:**

PW	PK	KG	01	02	03	04	05	06	UG	07	08	09	10	11	12	13	SU
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Students by ADM Type:**

ADMType	Added	Updated	Total
1 - Resident Enrollment	0	0	0
2 - Transfers Out	0	0	0
3 - Cash Transfers	0	0	0
4 - State Obligations	0	0	0
5 - Placements In	0	0	0
6 - Dual Enrollment	0	0	0

**Students by Dual Credit Code:**

Dual Credit Code	Added	Updated
0 - Not Applicable	0	0
1 - Postsecondary Program	0	0
2 - Double-up for College Program	0	0
3 - HS Fast Track to College	0	0

Done Internet 100%

When you view the results of the file transfer, the totals reflect this processed file only.

Data Transfer > File Transfer

\* Indicates required field

File Location: \*  Browse...

File Type: \* - Select One -

File Format: \* - Select One -

Transfer Data

The last 20 transfers are shown.

! = Click to view errors ! = Click to view warnings ? = Click to verify the data is correct ? = The file has not been processed

Results	School	File Type	File Format	Year	Period	Processed	Transfer By	File Name	
!	0000	Membership	Comma Delimited	2009	1	10/03/2008 13:59:00	doehelp83	DOE-ME (Indiv Update) 10-3-08.txt	Override
!	0000	Direct Certification	Comma Delimited	2009	--	08/19/2008 13:55:42	doeteam21	test.txt	Override
!	0000	Direct Certification	Comma Delimited	2009	--	08/19/2008 13:54:26	doeteam21	test.txt	Override
!	0000	Direct Certification	Comma Delimited	2009	--	08/19/2008 13:31:03	doeteam21	test.txt	Override
!	0000	Direct Certification	Comma Delimited	2009	--	08/19/2008 11:55:50	doeteam21	test.txt	Override
!	0000	Direct Certification	Comma Delimited	2009	--	08/19/2008 11:54:51	doeteam21	test.txt	Override
!	0000	Direct Verification	Comma Delimited	2008	--	06/28/2008 15:35:55	doeteam21	12cb3345-d2c6-48cc-828d-12f39b9ae42e.csv	Override
!	0000	Direct Verification	Comma Delimited	2008	--	06/28/2008 15:16:13	doeteam21	12cb3345-d2c6-48cc-828d-12f39b9ae42e.csv	Override
!	0000	Direct Verification	Comma Delimited	2008	--	06/28/2008 15:06:59	doeteam21	12cb3345-d2c6-48cc-828d-12f39b9ae42e.csv	Override
!	0000	Direct Verification	Comma Delimited	2008	--	06/28/2008 14:59:23	doeteam21	12cb3345-d2c6-48cc-828d-12f39b9ae42e.csv	Override
!	0000	Direct Verification	Comma Delimited	2008	--	06/28/2008 14:59:23	doeteam21	12cb3345-d2c6-48cc-828d-12f39b9ae42e.csv	Override

The last 20 transfers are show. Change the options on the View Results bar to filter the files displayed.



Application Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Application Center

Data TransferLookupMessage CenterInfo CenterAdministrationHelp

Data Transfer > Suspension Input

\* Indicates Required Field

School: \*0001 Educational Information Systems

Check here to report **NO SUSPENSIONS** for your school. ☐

Student Test Number(STN): \*

Grade: \*

Incident Date: \*

Suspension Type: \*

Beginning Suspension Date: \*

Ending Suspension Date: \*

Suspension Length(# of Days): \*

Suspension Reason: \*

Special Ed. Program Participant (IEP): \*

Independant Hearing Officer(IHO):

Incident Number: \*

--Select One--

--Select One--

--Select One--

☐ Yes ☐ No

☐ Yes ☐ No ☒ N/A

Save

Clear

Reported Suspensions:

STN	School	Grade	IEP	IHO	Suspension Type	Suspension Reason	Suspension Length	Begin Date	End Date	Incident Date	Incident Number		
000101001	0001	09	Y	N	1	03	4	08/20/2003	08/23/2003	07/20/2003	1		
000101001	0001	09	Y	Y	1	02	45	12/12/2003	02/15/2004	12/12/2003	1234		

DoneInternet

This is an example of a typical input form. Here, you can perform a number of tasks.



## Application Center

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**Data Transfer > Suspension Input**

\* Indicates Required Field

**School: \*** 0001 Educational Information SystemsCheck here to report **NO SUSPENSIONS** for your school. ☐**Student Test Number(STN): \*****Grade: \***--Select One-- **Incident Date: \*****Suspension Type: \***--Select One-- **Beginning Suspension Date: \*****Ending Suspension Date: \*****Suspension Length(# of Days): \*****Suspension Reason: \***--Select One-- **Special Ed. Program Participant (IEP): \***☐ Yes ☐ No**Independant Hearing Officer(IHO):**☐ Yes ☐ No ☒ N/A**Incident Number: \***

Use the save button to save each record.







Save



Clear

**Reported Suspensions:**

STN	School	Grade	IEP	IHO	Suspension Type	Suspension Reason	Suspension Length	Begin Date	End Date	Incident Date	Incident Number		
000101001	0001	09	Y	N	1	03	4	08/20/2003	08/23/2003	07/20/2003	1		
000101001	0001	09	Y	Y	1	02	45	12/12/2003	02/15/2004	12/12/2003	1234		

## Application Center

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**Data Transfer > Suspension Input**

\* Indicates Required Field

**School: \*** 0001 Educational Information SystemsCheck here to report **NO SUSPENSIONS** for your school. ☐**Student Test Number(STN): \*****Grade: \***--Select One-- **Incident Date: \*****Suspension Type: \***--Select One-- **Beginning Suspension Date: \*****Ending Suspension Date: \*****Suspension Length(# of Days): \*****Suspension Reason: \***--Select One-- **Special Ed. Program Participant (IEP): \***☐ Yes ☐ No**Independant Hearing Officer(IHO):**☐ Yes ☐ No ☒ N/A

View the results of the manual input records.


**Incident Number: \***

Save



Clear

**Reported Suspensions:**

STN	School	Grade	IEP	IHO	Suspension Type	Suspension Reason	Suspension Length	Begin Date	End Date	Incident Date	Incident Number		
000101001	0001	09	Y	N	1	03	4	08/20/2003	08/23/2003	07/20/2003	1		
000101001	0001	09	Y	Y	1	02	45	12/12/2003	02/15/2004	12/12/2003	1234		

## Application Center

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**Data Transfer > Suspension Input**

\* Indicates Required Field



**School: \*** 0001 Educational Information SystemsCheck here to report **NO SUSPENSIONS** for your school. ☐**Student Test Number(STN): \*****Grade: \***--Select One-- **Incident Date: \*****Suspension Type: \***--Select One-- **Beginning Suspension Date: \*****Ending Suspension Date: \*****Suspension Length(# of Days): \*****Suspension Reason: \***--Select One-- **Special Ed. Program Participant (IEP): \***☐ Yes ☐ No**Independant Hearing Officer(IHO):**☐ Yes ☐ No ☒ N/A**Incident Number: \***[Edit the record.](#)

Save



Clear

**Reported Suspensions:**

STN	School	Grade	IEP	IHO	Suspension Type	Suspension Reason	Suspension Length	Begin Date	End Date	Incident Date	Incident Number	
000101001	0001	09	Y	N	1	03	4	08/20/2003	08/23/2003	07/20/2003	1	
000101001	0001	09	Y	Y	1	02	45	12/12/2003	02/15/2004	12/12/2003	1234	



## Application Center

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**Data Transfer > Suspension Input**

\* Indicates Required Field

**School: \*** 0001 Educational Information SystemsCheck here to report **NO SUSPENSIONS** for your school. ☐**Student Test Number(STN): \*****Grade: \***--Select One-- **Incident Date: \*****Suspension Type: \***--Select One-- **Beginning Suspension Date: \*****Ending Suspension Date: \*****Suspension Length(# of Days): \*****Suspension Reason: \***--Select One-- **Special Ed. Program Participant (IEP): \***☐ Yes ☐ No**Independant Hearing Officer(IHO):**☐ Yes ☐ No ☒ N/A**Incident Number: \***

Or delete the record



Save



Clear

**Reported Suspensions:**

STN	School	Grade	IEP	IHO	Suspension Type	Suspension Reason	Suspension Length	Begin Date	End Date	Incident Date	Incident Number	
000101001	0001	09	Y	N	1	03	4	08/20/2003	08/23/2003	07/20/2003	1	
000101001	0001	09	Y	Y	1	02	45	12/12/2003	02/15/2004	12/12/2003	1234	

# Lookup

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[STN Lookup](#)  
[Direct Verification](#)  
[Direct Certification](#)  
[School and Corp Lookup](#)  
[AYP Student List 2006-07](#)  
[GED Recipient Lookup](#)  
[IEP Missing AT](#)

**Data Scoreboard - MESSAGE ALERT: Updates 12/11/2008**

STN
 **You have successfully loaded an STN file within the last 30 days and it contains no errors.**

Status	Collection	Days left in period	School Year	Period	All Schools Reported	Record Count	STN Count	Message	Signed Off	Last Activity	Refresh
	Dropout	0	07-08	--	Y	1594	1584	Signoff Period.Data submission, cleanup and signoff period Nov. 1-Dec. 2, 2008. Data submitted during this period may create conflicts. Verify your results before the deadline. Return signed Corporation summary.	Y	12/2/2008 5:35:18 AM	
	Homebound	23	07-08	--	Y	13	10	Restricted Data Collection Period.	Y	12/8/2008 12:44:25 PM	
	Homebound	354	08-09	--		0	0	Data Collection Period.	N	12/12/2008 5:35:21 AM	
	Membership Enrollment	0	08-09	2	Y	14986	14986	Data Collection Period.There are records in conflict. <a href="#">Conflict Resolution</a>	N	12/12/2008 5:35:23 AM	
	Special Education	3	08-09	2	Y	2140	2140	Data Collection Period.	N	12/12/2008 5:35:23 AM	

The lookup menu includes Lookup screens, Student Lists and Data Views.



Home Help Logout

**Application Center**

**Data Transfer** **Lookup** **Data Verification** **Info Center** **Administration** **Help**

Scoreboard Screen > Lookup > STN Lookup \* Indicates required field

Last Name: \*

First Name:

Birth Date:

Gender:

Search Type:

Basic

Sounds Like

|

-OR-

|

STN: \*

Search

Clear

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Application Center

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Scoreboard Screen > Lookup > STN Lookup \* Indicates required field

Last Name: \*

First Name:

Birth Date:

Gender:




Search Type: ☒ Basic ☐ Sounds Like

-OR- STN: \*

Search Clear

When searching for a student by name, remember *less is more!* Enter a partial last name, first name, then review the search results for birth date, gender, and ethnicity.





Home Help Logout

**Application Center**

**Data Transfer** **Lookup** **Data Verification** **Info Center** **Administration** **Help**

Scoreboard Screen > Lookup > STN Lookup \* Indicates required field

Last Name: \*

First Name:

Birth Date:



Gender:

Search Type:

☒ Basic ☐ Sounds Like

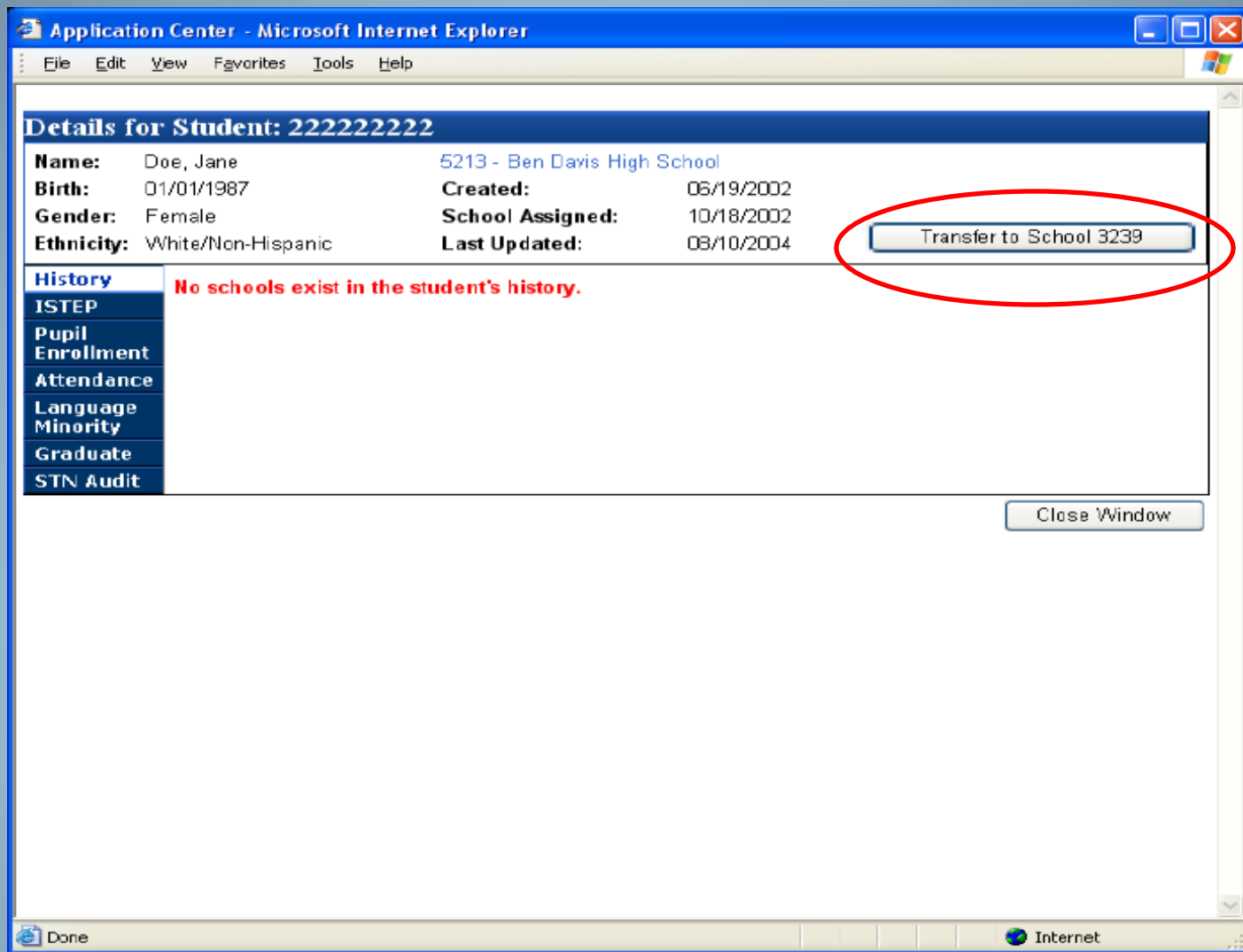
-OR-

STN: \*

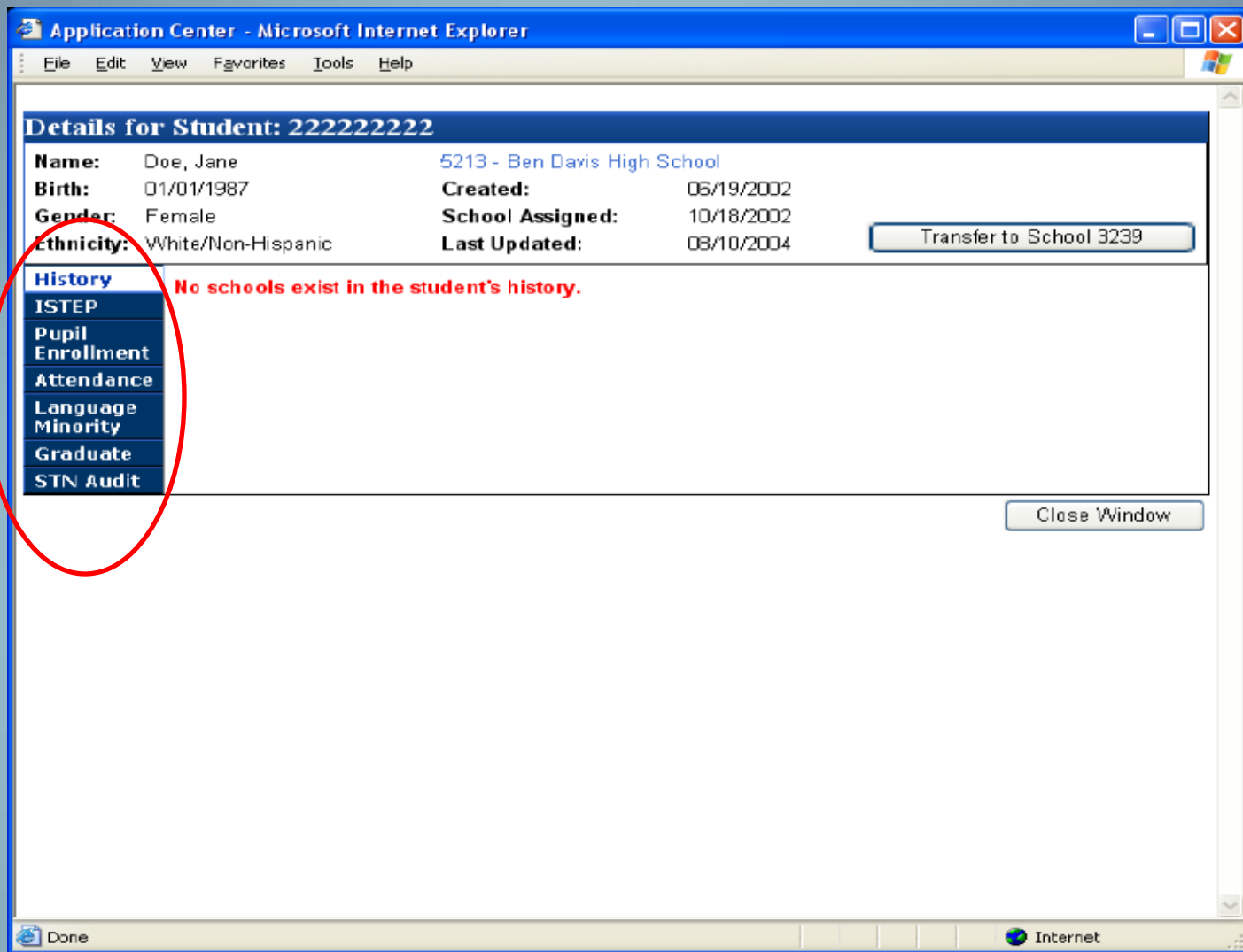


Search Clear

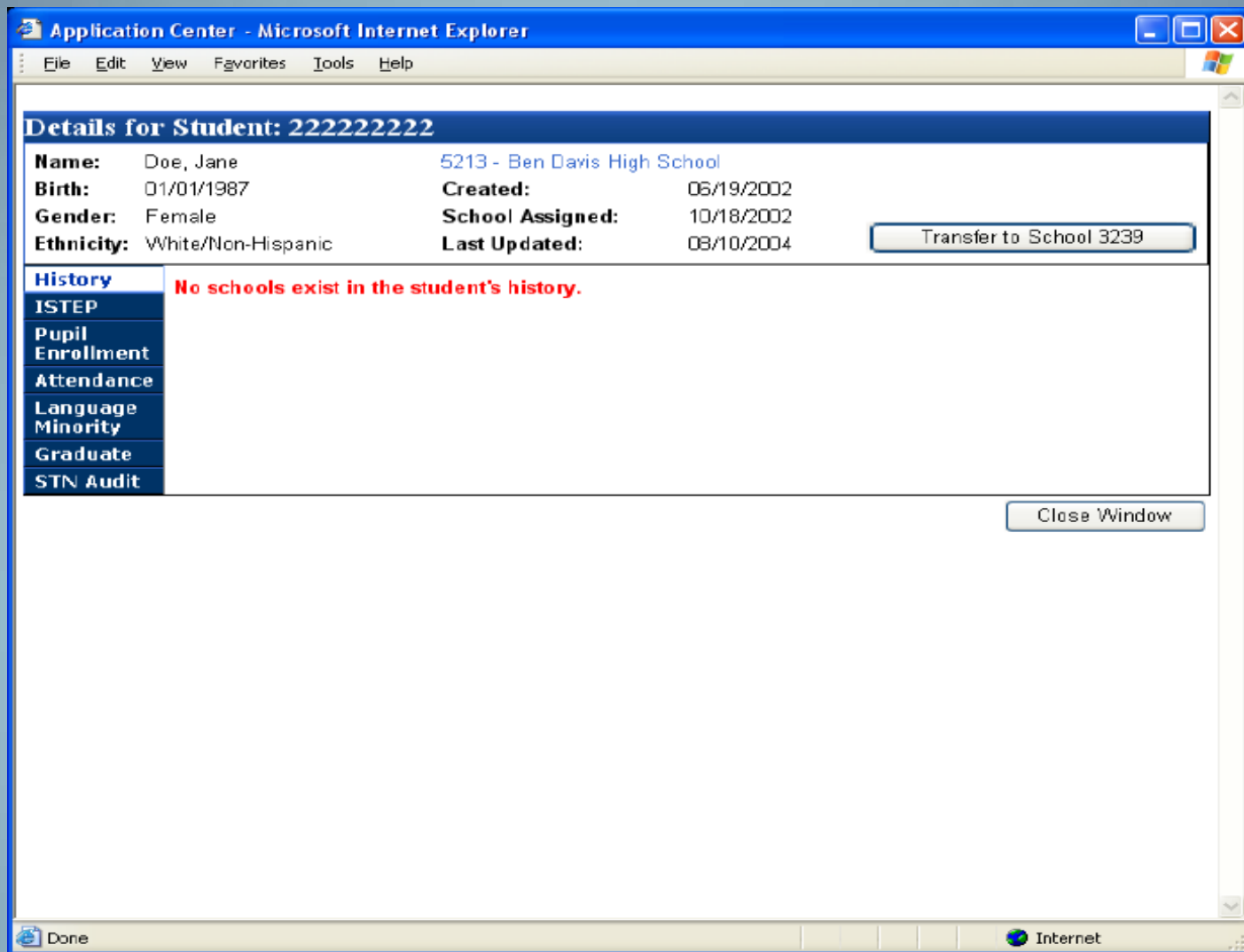
On the Sounds Like search, the first letter of the last and first names must be accurate. “Mar” will find Meyer, Moore, Murray, etc.



When details are displayed, and a user has the correct permission to transfer data, the Transfer to School XXXX button will allow the transfer.



Several data views are listed; click on the tab to view the data.



Only the school that submitted the data is allowed to view sensitive data (e.g., dropout codes, SES codes, special education codes) for a given student.

## Application Center

Data Transfer Lookup Data Verification Info Center Administration Help

### Lookup > School and Corp Lookup

Corp ID:   
Corp Name:   
Corp City:

School ID:   
School Name:   
School City:

   
Search Clear

For contact information, enter the name of the school or corporation and search.

### Lookup > **GED Recipient Lookup**

The GED Recipient Lookup data includes students taking the test from October 2006 through October 2008. Be advised that the data for the tests taken in October could overlap from year to year depending upon the availability of the data to the state. This GED Recipient Lookup is intended to assist you in your efforts of tracking dropouts.

Last Name: \*

First Name:

Search Type:

☒ Basic ☐ Sounds Like

   
[Search](#) [Clear](#)

Lookup screens are provided in other areas of data collection.

# Data Verification

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## Application Center

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School: 
[Reports](#)
[Conflict Resolution](#)
[Collection Management](#)
[Roster Download](#)
[Data Transfer Log](#)
[Transcript Request Log](#)
[Collection Signoff](#)

### Data Scoreboard - MESSAGE ALERT: Updates 12/11/2008

STN

You have successfully loaded an STN file within the last 30 days and it contains no errors.

Status	Collection	Days left in period	School Year	Period	All Schools Reported	Record Count	STN Count	Message	Signed Off	Last Activity	Refresh
	<a href="#">Dropout</a>	0	07-08	--	Y	1594	1584	Signoff Period.Data submission, cleanup and signoff period Nov. 1-Dec. 2, 2008. Data submitted during this period may create conflicts. Verify your results before the deadline. Return signed Corporation summary.	Y	12/2/2008 5:35:18 AM	
	<a href="#">Homebound</a>	23	07-08	--	Y	13	10	Restricted Data Collection Period.	Y	12/8/2008 12:44:25 PM	
	<a href="#">Homebound</a>	354	08-09	--		0	0	Data Collection Period.	N	12/12/2008 5:35:21 AM	
	<a href="#">Membership Enrollment</a>	0	08-09	2	Y	14986	14986	Data Collection Period.There are records in conflict. <a href="#">Conflict Resolution</a>	N	12/12/2008 5:35:23 AM	
	<a href="#">Special Education</a>	3	08-09	2	Y	2140	2140	Data Collection Period.	N	12/12/2008 5:35:23 AM	

Data Verification includes reports, conflict resolution, collection management, roster download, data transfer log, transcript request log, and collection signoff.



➤ **Reports:** Most reports are aggregated by school and corporation. The reports must be review and shared with those who own the data or are responsible for the data. Some reports require a signature and must be returned. All reports should be printed or stored and kept as a copy when the data collection period is closed.

➤ **Conflict Resolution:** Conflicts occur when two or more schools submit records for the same STN. A conflict will result in the removal of ALL records with that STN from all schools that reported that STN. Response time to conflicts is **critical**. A users Scoreboard will also show conflicts and link a user to the Conflict Resolution page.

➤ **Collection Management:** A user can report, “No records” or sign off electronically on a submission in this screen. Another function is deleting records from a school. Also, users are able to see the date and time of the last activity on a particular submission.

➤ **Roster Download:** This is a student level roster by school, student’s last name, first name, middle name, suffix, and grade. The STN will not be made available on this report. This function is a tool for the user to verify accuracy of the data on all collections and will be available anytime.

➤ **Data Transfer Log:** History of data submissions. This can be kept for reference.

➤ **Transcript Request Log:** Transcript requests should be reviewed and marked as Read. This is not an official transcript. This tool can be used to provide a heads-up on students that are not in attendance.

➤ **Collection Signoff:** A function that at this point directs a user to Collection Management. STN Support expects this menu item to be removed from the STN Application Center.

# Info Center

    
Home Help Logout

## Application Center

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Tutorials  
DOE Home Page  
STN Home Page / STN Documents

School:

### Data Scoreboard - MESSAGE ALERT: Updates 12/11/2008



STN

You have successfully loaded an STN file within the last 30 days and it contains no errors.

Status	Collection	Days left in period	School Year	Period	All Schools Reported	Record Count	STN Count	Message	Signed Off	Last Activity	Refresh
	<a href="#">Dropout</a>	0	07-08	--	Y	1594	1584	Signoff Period.Data submission, cleanup and signoff period Nov. 1-Dec. 2, 2008. Data submitted during this period may create conflicts. Verify your results before the deadline. Return signed Corporation summary.	Y	12/2/2008 5:35:18 AM	
	<a href="#">Homebound</a>	23	07-08	--	Y	13	10	Restricted Data Collection Period.	Y	12/8/2008 12:44:25 PM	
	<a href="#">Homebound</a>	354	08-09	--		0	0	Data Collection Period.	N	12/12/2008 5:35:21 AM	
	<a href="#">Membership Enrollment</a>	0	08-09	2	Y	14986	14986	Data Collection Period.There are records in conflict. <a href="#">Conflict Resolution</a>	N	12/12/2008 5:35:23 AM	
	<a href="#">Special Education</a>	3	08-09	2	Y	2140	2140	Data Collection Period.	N	12/12/2008 5:35:23 AM	

The Info Center provides links to available resources for gathering and reporting student data.

# Administration

    
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## Application Center

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[User Security](#)  
[Retrieve Data](#)











School:

### Data Scoreboard - MESSAGE ALERT: Updates 12/11/2008



STN

You have successfully loaded an STN file within the last 30 days and it contains no errors.

Status	Collection	Days left in period	School Year	Period	All Schools Reported	Record Count	STN Count	Message	Signed Off	Last Activity	Refresh
	<a href="#">Dropout</a>	0	07-08	--	Y	1594	1584	Signoff Period.Data submission, cleanup and signoff period Nov. 1-Dec. 2, 2008. Data submitted during this period may create conflicts. Verify your results before the deadline. Return signed Corporation summary.	Y	12/2/2008 5:35:18 AM	
	<a href="#">Homebound</a>	23	07-08	--	Y	13	10	Restricted Data Collection Period.	Y	12/8/2008 12:44:25 PM	
	<a href="#">Homebound</a>	354	08-09	--		0	0	Data Collection Period.	N	12/12/2008 5:35:21 AM	
	<a href="#">Membership Enrollment</a>	0	08-09	2	Y	14986	14986	Data Collection Period.There are records in conflict. <a href="#">Conflict Resolution</a>	N	12/12/2008 5:35:23 AM	
	<a href="#">Special Education</a>	3	08-09	2	Y	2140	2140	Data Collection Period.	N	12/12/2008 5:35:23 AM	

Individual user access is managed on the User Maintenance page by the site administrator.

# User Security – Things to Remember:

- Only one User ID and password was provided to the District Superintendent. They should assign or become the “Site Administrator: that monitors the security of the Application Center.
- Passwords are computer generated and emailed to the user when the password is *Reset* or a new user is added.
- Select the User Group to allow users specific or complete access to the Application Center and student data.
- Users should be made inactive when necessary.
- Keep emails updated
- Users are not deleted but are made inactive in order to maintain historical information. The same Username cannot be used if re-activated.

The screenshot displays the 'Application Center' web interface. At the top, there are navigation links: 'Home', 'Help', and 'Logout'. Below these is a horizontal menu with several tabs: 'Data Transfer', 'Lookup', 'Data Verification', 'Info Center', 'Administration', and 'Help'. The 'Administration' tab is currently selected, and within it, the 'Retrieve Data' option is highlighted. A red circle is drawn around the 'Retrieve Data' link. Below the navigation menu, there are three dropdown menus: 'File Type: \*' with '- Select One -', 'Academic Year: \*' with a year selection, and 'File Format: \*' with '- Select One -'. A 'Download' button is located at the bottom left of the form area.

Data submitted to the Application Center can be retrieved or downloaded to your computer. This would include data sent in by file and data submitted by Input Form.